



City of Austin - JOB DESCRIPTION



Assistant City Manager Executive Assistant

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| FLSA: | Standard/Exempt | EEO Category: | (20) Professionals |
| Class Code: | 10078 | Salary Grade: | BB8 |
| Approved: | October 12, 1998 | Last Revised: | September 06, 2007 |

Purpose:

Under the direction of an Assistant City Manager, the purpose of this position is to provide staff assistance to Assistant City Managers.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Monitor City and departmental issues and projects.
2. Prepare, edit and summarize reports, memos and correspondence.
3. Act as liaison between the Assistant City Manager's office and Departments.
4. Assign, monitor or prepare responses to management or Assistant City Manager's requests for information.
5. Review City Council agenda items.
6. Attend Council meetings and work sessions.
7. Coordinate appointments, meetings, calendar and other day-to-day issues required facilitating the flow of information among various groups, (i.e. community, political etc.)
8. Represents city council member at meetings, involving boards and commissions.
9. Assign work and monitor task completion.
10. Coordinate activities or projects with other city executives, and staff members.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of the functions and organization of municipal government, to include the relationships between departments, divisions, and agencies.

Knowledge of supervisory or management techniques sufficient to direct the activities of a project work group.

Skill in establishing and maintaining good working relationships with other City employees and the public.

Skill in coordinating the work of others and prioritizing work assignments.

Skill in resolving problems or situations requiring the exercise of good judgment.

Skill in the preparation of clear and concise written reports, able to communicate in a professional manner with the public.

Skill in interpreting policies, and guidelines as they relate to municipal government.

Minimum Qualifications:

Bachelor's Degree in Business or Public Administration or related field plus five (5) years of experience in a professional/administrative capacity.

Combination of equivalent experience and/or education.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.